

Friendly Reminder Collection Letter

Subject: Friendly Reminder " Outstanding Payment

Dear [Client Name],

I hope this message finds you well. We noticed that the payment for invoice [Invoice Number] dated [Invoice Date] is still pending. We completely understand that oversights happen, so this is just a friendly reminder.

Please arrange for the payment at your earliest convenience. Feel free to reach out if there are any issues or questions regarding this invoice.

Thank you for your attention and continued partnership.

Warm regards,

[Your Name]

[Your Company]

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